

Administrator Certification Renewal Application Process

The administrator certificate is valid for two (2) years. The applicant has the option of choosing their birth date as their renewal date. If the applicant chooses their birth date as their renewal date during the initial application process; then the certificate may be valid for less than two years.

Application For Administrator Re-Certification Notice:

Administrators will receive a renewal notice 90 days prior to their certificate expiration date. Administrators are required to submit a renewal application timely, even if they did not receive the renewal notice or if they received the notice late.

When must the administrator submit the application?

The application must be postmarked no later than the certificate expiration date to be considered timely; otherwise, the application is considered late and subject to the \$300.00 delinquency fee.

What Is Needed For A Complete Renewal Application?

- ✓ Certificates that document 40 hours of Continuing Education Units. One continuing education unit equals one hour of instruction time.
- ✓ The Renewal course must relate to the subject matter identified in the [Core of Knowledge](#) requirements.
- ✓ Only 20 of the 40 hour of the continuing education requirements can be taken as online courses.
- ✓ \$100 nonrefundable processing fee.
- ✓ Nursing Home Administrator certificate, if applicable.
- ✓ LIC [9215](#) Renewal Application.
- ✓ For a Residential Care Facility for the Elderly administrator, eight of the continuing education training hours must be in training related to dementia.

Continuing Education Units (CEU) may be completed through any combination of courses provided by the following:

- Department of Social Services approved vendors
- Vendors approved by other State departments
- Accredited postsecondary educational institutions

ARF and GH certified administrators, who are required to complete CEUs required by regulations of the Department of Developmental Services, and approved by the Regional Center, are allowed up to 40 CEUs.

If CEUs were obtained from vendors approved by other State departments or accredited educational institutions, a course description provided by the organization must be included for each certificate(s) of completion.

UNACCEPTABLE CERTIFICATES

PLEASE DOUBLE CHECK YOUR CERTIFICATES AND THE COURSES THAT YOU HAVE TAKEN TO ENSURE THAT THEY ARE ACCEPTED BY ACS.

The following certificates are not accepted by ACS:

- Home Study/Correspondence course hours are not acceptable toward meeting classroom hours of training for renewal of the administrator certificate.
- Regional Centers Orientation Certificates.
- Challenge test.
- Certificates without vendor & course numbers if taken by an approved vendor.
- Certificates submitted without a date on the certificate.
- Courses that are not related to the Core of Knowledge.
- Courses that are expired.
- Courses offered by unapproved vendors.

LATE ADMINISTRATOR RENEWAL APPLICATION PROCESS

Please note that an administrator cannot act in the capacity of an administrator when their certificate has expired. To apply for recertification after the certificate expiration date, the applicant must submit the following items:

✓ [LIC 9215 APPLICATION FOR ADMINISTRATOR RE-CERTIFICATION](#)

✓ **NON REFUNDABLE \$300 DELINQUENCY FEE**

To qualify for late renewal one of the following training requirements must be met:

1. If renewed within two (2) years of the certificate expiration date, 40 Continuing Education Units must be completed.

2. If renewed within four (4) years of the certificate expiration date, 80 Continuing Education Units must be completed

If renewed after more than 4 years from the expiration date, the administrator must start the process over, as an initial applicant.

STARTING OVER

The administrator must successfully complete a Department-approved Initial Certification Training Program, pass the test administered by the Department, and submit another [initial administrator application](#).